

## MP Building Services

Headquarters:  
11 Morgan Dr.  
Methuen, MA 01844  
(978)375-9868  
Fax: (978)267-6177

May 19, 2021

Mr. Adam W. Chapdelaine  
Purchasing Officer  
Town of Arlington  
730 Massachusetts Ave.  
Arlington, MA 02476

Dear Mr. Chapdelaine,

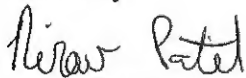
Thank you for giving MP Services the opportunity to present a bid for the janitorial services at your facilities in Arlington, MA. This bid will remain in effect for a period of forty-five calendar days after the deadline for submission of bids and thereafter until a contract is entered into, or the procurement is terminated, whichever occurs first. MP Building Services certifies that all its employees are authorized to work in the US. I can respond to any request for additional information and am authorized to negotiate and sign a contract.

Nirav Patel-----Business Manager  
11 Morgan drive Methuen MA  
(978) 973-7847  
Email [ntp@yahoo.com](mailto:ntp@yahoo.com).

We are presently providing janitorial services to office buildings, schools, and retail stores and have been in business for over 25 years. Our success comes from our commitment to our customers, and when we commit we do the best. Service is our business. When problems do arise, we display flexibility to meet a new situation and adjust operations effectively to meet the demand of our customer. We are certified by the Commonwealth of MA as a minority and woman business enterprise.

We are looking forward to working with you. Let me know should you require any additional information.

Sincerely



Nirav Patel  
Business Manager

# **MP BUILDING SERVICES**

Presents

## **A CUSTODIAL SERVICE PROPOSAL**

For

**Town of Arlington**  
Arlington, MA

May 19, 2021

## **MP Building Services**

### **STATEMENT OF EXPERIENCE**

MP Building Services, being the best at what we do is our client pledge. Professional expertise and cleaning excellence have been our trademarks during our 30-plus years of experience cleaning schools and therapeutic specialty facilities. It's a reputation we intend to keep.

MP Building Services fully understands the needs and requirements of educational environments.

Every job is done right the first time, every time. Well-trained cleaning personnel with an eye for detail and a knack for anticipating every need. Consistent, day-in, day-out dependability. Immediate response to emergencies and special situations. Hands on supervision and dedicated management. Experience, flexibility, and commitment to quality. We will provide our customers with its finest in specialty cleaning such as striping tile floors, buffing tile floors, shampooing carpet, washing walls and dusting offices.

In our endless pursuit of excellence, MP Building Services has developed a management team and professional system that works for our customers here in northeastern Massachusetts and southern New Hampshire. We are with you every step of the way. Our company has pledged to work for you.

## **KEY MAN RESUME**

Thakor B. Patel, President and Director of Operation, has over 30 years of experience in managing janitorial contracts. Mr. Patel graduated from Indiana University with a degree in Engineering. In 2000, MP Building Services was found by Mr. Patel. During the past few years, with the help of a professional staff, MP Building Services has grown in Northern Massachusetts and Southern New Hampshire to be a very professional and respected company in the cleaning industry.

Prior to initiating MP Building Services, Mr. Patel was a project manager at Merrimack Valley Works AT&T (LUCENT TECHNOLOGY) for janitorial services and required to maintain a 2.0 million sq. ft. facility as project manager for about six years. This facility required maintenance 24 hours a day, seven days a week. He also served as Project Manager at Logan Airport Terminal B for janitorial services.

Thakor Patel actively participates as a member of The Building Service Contractors Association International. He has extensive experience with floor and carpet work. He has participated in several seminars given by The Building Service Contractors Association International. His abilities with his supervisors and the constant training and development of procedures he has helped develop at MP Building Services have allowed him to create new leadership in the company. In turn, he has maintained one of the lowest employee turnover rates in the industry.

## **OPERATIONS OVERVIEW**

The following is the day to day procedures at this division.

Each Area Manager is required to inspect one building each night. They will use the Custodial Inspection Form already in place. The Operations Manager will, each day, five days per week, visit a building preferably in different areas to produce a Job Status Report (attached).

The Job Status Report (JSR) is used when walking through a facility with the customer. The Operations Manager will fill out this form, following the guidelines described in the JSR. The report requires a signature from the customer and the Operations Manager. Optionally, the customer might rate our services based on the 1 to 5 scale.

The Operations Manager should collect at each visit; the Custodial Inspection Form filled out by the Area Manager and turned into MP Building Services' office for filing. These forms should be completed daily. Again, each Area Manager should have one done daily. The Operations Manager will assure that all forms are being completed in a timely fashion.

Based on the results of both results, the Custodial Inspection Form and the Job Status Report, the Operations Manager will schedule any necessary work to bring the account within an acceptable rating.

## **TRAINING**

### **A. HOUSEKEEPING PERSONNEL**

One of the most difficult tasks a custodial supervisor has is to create an environment in which his crew will develop a sense of importance toward their job and a sense of worth toward themselves. Although the content of our training modules are for the most part technical in nature, the manner in which they are presented emphasizes the value of the employee and his accomplishments. For example, many of our audio-visuals repeat the theme that everyone (customers, tenants, supervision, and management) relies upon them and depends upon them.

While MP Building Services' training program was designed originally to provide our staff with the skills necessary to perform their job, we found its greatest value in the reduction of turnover. MP Building Services' employee turnover is a mere one-sixth (1/6) of what it was prior to instituting this training program. Employee morale and attitude have improved to such an extent that everyone takes pride in them. This is why we can guarantee a stable work force of not only full-time but part-time employees as well.

All custodians are given classroom instructions in each type of cleaning required. This is accomplished by using audio-visual presentations and reinforced by giving each employee their personal workbook of the subject. Each workbook includes a written test so that we can measure how much they have retained. The specific job duties covered are:

- Ground Rules for Professional Custodians
- Basic Office, Classroom, and Restrooms Cleaning
- Daily Floor Maintenance
- Stripping and Finishing Floors
- Basic Carpet Cleaning and Removing Stains from carpet
- Maintaining Janitorial Equipment
- Theory of Infectious Cleaning
- Maintaining Automatic Scrubbers
- Motivation of Janitorial Personnel

IN addition to the audio-visual training, employees receive classroom instruction from the supervisor on our safety program and security requirement. The supervisor uses the applicable modules from independent study program for his purpose, in addition to the customer's own unique rules and regulations. Finally, they will receive a general introduction to the specific chemicals and equipment they will be using on the job.

Once the employee leaves the classroom he/she will begin receiving intensive on the job training on the use, application, and safety of their chemicals and equipment. This is also where they receive their specific work schedule and are walked through their assigned work areas.

Please understand that throughout the training process, employees are continually reminded of your specific requirements in regard to safety and security.

Periodically, the supervisor will reinforce this training through inspections of each employee's area. Deficiency correction will be handled in a positive manner by reviewing the applicable section of the workbook or other specific training given on the job.

Pride of workmanship and quality performance are the products of MP Building Services' intensive training, inspection, and reinforcement programs.

## **B. MANAGEMENT AND SUPERVISION**

MP Building Services has based its entire method of operation on the premise that their present and future customers are buying management expertise and professional supervision. Anyone can, of course, hire a maintenance man or janitor; but few, if

[www.mpbuidingservices.net](http://www.mpbuidingservices.net)

anyone, can afford the time and energy required to manage this function at top efficiency. As a result, MP Building Services expends a great deal of time, energy, and money in order to keep its staff on the cutting edge of new technology in equipment, materials, tools, and work procedures.

The training program is fully integrated in that it includes both required and optional educational enhancements.

Required of all management personnel is the completion of the Building Services Management study program. This extensive training aid includes the following modules.

- 1) Introduction to the Building Service Contracting Industry
- 2) General Management
- 3) Account Management
- 4) Communications in Management
- 5) Human Behavior and Motivation
- 6) Personnel Recruitment, Selection, Policies, Discipline and Forms
- 7) Safety, Hazardous and Blood Borne Pathogens Training
- 8) Security in Building Maintenance

## **CUSTOMER CONTACT PROCEDURE**

MP Building Services considers communication vital to any successful janitorial program. Therefore, we call every customer on a daily basis. Your input is entered in our computer database and every single day, during our operations meeting, the issues are discussed and scheduled that same night.

In addition to that, project work, tasks that are not scheduled on a regular basis, are scheduled and communication to you as to when and how they will be performed.

On Friday, MP Building Services will also ask you to rate our services from 1 to 5. Your input is entered into our database that will track our history and give us immediate feedback on any repetitive issues. This report is given to all management including MP Building Services' president.

Our independent Quality Control Manager will visit you on a regular basis to check on the progress of our custodial program. These individuals report directly to MP Building Services' upper management with a written report of their findings.

Finally, our Operations Department will also report to you any issues that require your immediate attention the next morning.



## **Comparative Evaluation Criteria**

### **1) Years of Services**

Over 30 years of experience in managing janitorial contracts and over 20 years of cleaning public schools.

### **2) Experience (All buildings – complete janitorial services Mon – Fri.)**

- A] BELMONT HIGH SCHOOL AND MIDDLE SCHOOL – 2009 to present
- B] LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT – 2018 to 2021
- C] CITY OF MELROSE – 2 schools and town buildings – 2014 to present
- D] MYSTIC VALLEY RCS – 5 schools – 2015 to present
- E] ARLINGTON SCHOOLS and TOWN BLDGS – 3 schools
- F] EVERETT HIGH SCHOOL – 2009 to 2020
- G] CHELMSFORD PUBLIC SCHOOLS – 2019 – present (2022)

### **3) Availability of Staff**

We do have Project and Emergencies crew which we can use them twenty-four hours per day, seven days per week to respond to emergency situations such as flood control or restorative cleaning or when someone is on vacation or sick.

Area Manager—Mafran DaSilva—617-501-0607

- |                                  |                       |
|----------------------------------|-----------------------|
| 1) Jesus Bueno – Supervisor      | 12) Naun Barerra      |
| 2) Jose Gutierrez - Supervisor   | 13) Veralicia Navarro |
| 3) Selma Dos Santos – Supervisor | 14) Miguel Miranda    |
| 4) Juan Rivera - Supervisor      | 15) Carmelo Baez      |
| 5) Walter Martinez – Supervisor  | 16) Eliezer Rodrigues |
| 6) Luis Mejia – Supervisor       | 17) Edwin Dubon       |
| 7) Neuza Silva                   | 18) Edwin Flores      |
| 8) Jaime Chacon                  | 19) Balmore Ceron     |
| 9) Camila DaSilva                | 20) Jose Mancia       |
| 10) Jose Santos                  | 21) Rogerio Calzolary |
| 11) Jean DaSilva                 | 22) Michael Batista   |

### **4) Ability to meet hours of service**

We are able to start cleaning any hours agreeable to Arlington Schools.

### **5) OSHA Standard Plan-Safety Training**

MP Building Services stresses safety because we realize that our employees are our most valuable resource. Safety training sessions shall be conducted regularly to ensure that employees are continually aware of the importance of safety both on and

off the job.

**Safety Training includes, but is not limited to, the following:**

- Vehicle and equipment safety
- Proper lifting techniques
- Proper work techniques, including fire and spill prevention
- Accident reporting techniques
- Emergency and first-aid techniques
- OSHA-required safety plans, including
- Blood-borne pathogens
- Confined spaces
- Electrical safety and lockout/tagout
- Hazardous communications
- Personal-protective equipment
- Respiratory protection

**Blood-borne Pathogens**

All employees shall receive training about the potential for exposure to blood-borne pathogens. As with all safety training, this training shall be documented. This training shall include, but shall not be limited to, the following:

- \* Identification of the employees/activities at risk for exposure to blood-borne pathogens
- \* Precautions required for the identified employee/activities and precautions to be taken to prevent exposure to blood-borne pathogens
- \* Identification of those employees whose work duties indicate the necessity for an HBV vaccination and the reason the vaccination is recommended.
- \* What to do in the event of exposure to blood-borne pathogens
- \* Identification of those employees authorized to clean up spills of blood or other bodily fluids, these employees shall receive additional training regarding the approved methods to clean such spills.
- \* The approved products for use in cleaning and disinfecting to prevent transfer of and exposure to blood-borne pathogens
- \* Explanation of biohazard signs, labels, and color-coding and directions on disposal of biohazards waste.

Refresher training shall be conducted at least annually.

**Respiratory Protection**

The Site Supervisor shall ensure that all project personnel are trained in the routine and emergency use of respirators. Respirator training shall include, but not be limited to, the following:

- Areas/activities/personnel requiring respirator protection and whether emergency or individual respirators are required.
- Types of hazards associated with the identified area/activities/personnel
- Methods used to help control these hazards and why respirator protection is required.
- What to do in the event of an emergency

### **Confined Spaces:**

MP Building Services shall ensure that all personnel who must work in a permit-required confined space have the training necessary to enable them to work safely in the space. Rescue team personnel shall be trained in CPR and first-aid.

### **Electrical Safety & Lockout/Tagout Procedures**

As a routine part of safety training, all employees shall receive training regarding electrical safety.

Authorized employees must receive in following areas:

- Type and magnitude of hazardous energy sources present at work site
- Methods and means needed to control the energy sources
- When lockout should be utilized rather than tagout.
- Reasons for applying lockout/tagout and the importance of not overriding lockout/tagout procedures.

### **Hazard Communications:**

Employees who work with hazardous material shall receive training about the material. MSDS shall be kept current for all hazardous material. MSDS can be obtained from following web site:[www.atlas.utah.edu/11/MSDS](http://www.atlas.utah.edu/11/MSDS).

### **Personal Protective Equipment (PPE)**

The Site Supervisor shall ensure that all project personnel are trained in the routine and emergency use of PPE. PPE training shall include, but shall not be limited to, the following:

- \* Areas/activities/personnel requiring PPE and whether emergency or individual PPE is required
- \* Types of hazards associated with the identified areas/activities/personnel
- \* Methods used to help control these hazards and why PPE is required.
- \* What to do in the event of an emergency

### **Warning Signs**

MP Building Services shall provide Arlington Schools with the required warning signs and barricades needed to ensure the safety of the public and building occupants. Wet floor signs shall be placed to define the perimeter of areas where floor services (e.g. mopping and waxing) are being performed, and shall be removed once the floor is thoroughly dry and safe. When floor services are provided in corridors, wet floor signs shall be placed at either end of the corridor. When floor services are provided in restrooms, wet floor signs shall be placed outside, but not in the way of the restroom door.

#### **6) 24 Hours emergency response and contact**

Area Manager—Mafran DaSilva—617-501-0607  
And Project and Emergency crew—same as #3

#### **7) Security alarming Systems:**

Our all school location has alarming system and we have full experience that how it works.

#### **8) Staff recruitment, CORI and training procedures**

**Hiring:** Before we hire any employee we check their references, experience and back-ground. They have to fill out CORI form and we check their record.

**Training:** MP Building Services realizes that a trained, experienced, well-qualified work force is the best way to ensure quality services.

**Orientation Training:** MP Building Services believes in teamwork. Our success depends upon the united effort of project and corporate personnel. To develop a project team, it is vital that each and every employee understand his/her duties, the importance of each position within the overall project, and the requirement and standards of the contract.

In their orientation training, employees shall be introduced to MP Building Services, receive their work assignments and schedules, and learn about the structure of **Arlington Schools** building(s). Employees shall be instructed on their specific duties and the corresponding quality requirements. Employees also are instructed on communication procedures with clients and management, use of barricades, and safety signs and procedures.

#### **9) Quality Assurance Reports:**

Our independent Quality Control Manager will visit Arlington Schools on a  
[www.mpbuildingservices.net](http://www.mpbuildingservices.net)

regular basis to check on the progress of our custodial program and written report of their findings. Also there will be school evaluation reports and logbooks will be used.

#### 10) Problem Resolution procedural plan:

When problems do arise, we display flexibility to meet a new situation and adjust operations effectively to meet the demand of our customer.

#### 11) Cleaning Products and MSDS Sheets:

MP Building Services, through its alliance partner MD Stetson Co., offers Green Solutions - a colorless, odorless, and environmentally conscious line of chemicals. Green Solutions are:

- Safe for our employees and your students
- Highly effective cleaning solutions
- Designed to be environmentally friendly
- A25 wax for floor finish
- Product details and MSDS sheets included

#### Hospital Grade Disinfectants:

The objective of our cleaning process is not only to clean well, but also to clean for improved health. MP Building Services' cleaning teams use hospital grade disinfectants for your protection for defense against the spread of infection and disease.

All of our products meet DPH standards.

#### 12) Carpet Cleaning:

We provide carpet cleaning by the wet extraction method. We have been cleaning carpets in schools for over 10 years. Some of the schools that we have serviced include:

- Belmont Public Schools
- Everett High School
- Revere Public Schools
- Malden Public Schools

#### 13) Weekly Dry Mop Services from Unifirst

#### 14) Preventative Maintenance Plan for our equipment provided by J&S Equipment Repair from North Billerica, MA

# **RECORD OF QUALITY CONTROL AND SAFETY MEETING**

CONDUCTED BY:

ITEMS OF DISCUSSION:

[illegible]

X _____ Facility Engineer	X _____ Corporate Manager MP Building Services
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**WEEKLY PERFORMANCE REPORT SUMMARY****Ottoson Middle School****MP Building Services**

Submit to Corporate and Facility Engineer by Tuesday of the Following Week

NAME AND TELEPHONE NUMBER OF INSPECTOR:

DATE OF REPORT:

REPORT PERIOD (FROM-TO):

TOTAL NUMBER OF INSPECTIONS (Number of Checklists X Number of Items/Checklist)	
TOTAL NUMBER OF DEFICIENCIES	
PERCENTAGE OF DEFICIENCIES ((Number of Deficiencies / Number of Inspections) X 100))	
Attach copies of all inspections performed	
NUMBER OF CORRECTIVE ACTIONS	
Attach copies of all Corrective Actions	
NUMBER OF CUSTOMER COMMENTS RECEIVED	
Attach copies of all Customer Comments	

STATUS OF LONG-TERM CLEANING PROJECTS:

COMMENTS:

X \_\_\_\_\_  
Facility EngineerX \_\_\_\_\_  
Corporate Manager  
MP Building Services

**MONTHLY PERFORMANCE REPORT SUMMARY****Ottoson Middle School****MP Building Services**

Submit to Corporate and Facility Engineer by 10th Day of the Following Month

NAME AND TELEPHONE NUMBER OF INSPECTOR:

DATE OF REPORT:

REPORT PERIOD (FROM-TO):

TOTAL NUMBER OF INSPECTIONS (Number of Checklists X Number of Items/Checklist)	
TOTAL NUMBER OF DEFICIENCIES	
PERCENTAGE OF DEFICIENCIES ((Number of Deficiencies / Number of Inspections) X 100))	
Attach copies of all Weekly Performance Report Summaries Covered in Reporting Period	
NUMBER OF CORRECTIVE ACTIONS	
NUMBER OF CUSTOMER COMMENTS RECEIVED	

STATUS OF LONG-TERM CLEANING PROJECTS:

COMMENTS:

X \_\_\_\_\_  
Facility EngineerX \_\_\_\_\_  
Corporate Manager  
MP Building Services



## JOB STATUS REPORT

Period From: \_\_\_\_\_ To: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Account \_\_\_\_\_ Job # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACCOMPLISHMENTS FOR PERIOD:


### ITEMS REQUIRING ATTENTION

### ACTION PLAN


### PERFORMANCE GOALS

### TARGET DATE


### Customer's Service Evaluation

(Please Check Overall Performance Quality)


- 5 Excellent
- 4 Good
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unacceptable

### Customer Comments


OPS. MANAGER: _____	CUSTOMER: _____
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## PROGRESS REPORT

**Reporting Requirements**  
**Quality Control Inspection Checklist**  
**Janitorial Services, Ottoson Middle School**

[illegible]

## PROGRESS REPORT

### CORRECTIVE ACTIONS

Janitorial Services, Ottoson Middle School

DATE:

INSPECTOR:

DEFICIENCY NOTED:

CORRECTIVE ACTION AND DATE ENACTED:

ACTION TO PREVENT RECURRENCE:

X \_\_\_\_\_  
Facility Engineer

X \_\_\_\_\_  
Corporate Manager  
MP Building Services

**M P Building Services**  
**REFERENCES**

**All building Complete Janitorial Services**

**Belmont Public Schools (2 Schools and Town Buildings)**

644 Pleasant Street

Belmont, MA 02478

Michael Flood – Facilities Manager

(617) 308-0287

July 2009 to Present (2022)

**550,000 sq. ft.**

**Lincoln-Sudbury Regional School District**

39 Lincoln Rd

Sudbury, MA 01776

Kevin Rossley – Maintenance/Custodian Coordinator

(978) 443-9961 Ext. 2371

July 2018 to June 2021

**384,000 sq. ft.**

**Groton-Dunstable Regional School District (5 Schools)**

344 Main Street

Groton, Massachusetts 01450

Sherry Kersey – Director of Finance and Operations

(978) 448-5505

July 2020 to June 2023

**430,000 sq. ft.**

**Melrose Public Schools (2 Schools)**

360 Lynn Fells Parkway

Melrose, MA 02176

Jay McNeil – Facilities Manager

(781) 870-0562

September 2014 to Present

**425,000 sq. ft.**

**Mystic Valley Regional Charter School (5 School Buildings)**

576 Eastern Ave

Malden, MA 02148

Greg Kinnon – Facilities Manager

(781)-953-8931

July 2015 – Present (June 2021)

**280,000 sq. ft.**

**Everett High School**

100 Elm St.

Everett, MA 02149

Steve Bond – Facilities Director

(781) 547-1111

September 2010 to June 2020

**375,000 sq. ft.**



**OPERATIONAL SERVICES DIVISION**

**SUPPLIER DIVERSITY OFFICE**

**THE COMMONWEALTH OF MASSACHUSETTS**

**Executive Office for Administration and Finance**

**OPERATIONAL SERVICES DIVISION**

One Ashburton Place, Suite 1017

Boston, MA 02108-1552

Charles D. Baker

Governor

Karyn E. Polito

Lieutenant Governor

Michael J. Heffernan

Secretary

Gary J. Lambert

Assistant Secretary for Operational Services Division

June 19, 2020

Mr. Thakor Patel  
MP Building Services, LLC  
11 Morgan Drive  
Methuen, MA 01844-1200

Dear Mr. Patel:

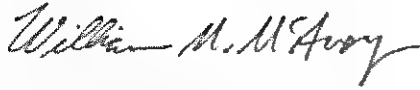
Congratulations! Your firm has been certified as a minority and woman business enterprise (MBE and WBE) with the Supplier Diversity Office ("SDO") under the business description of COMPLETE JANITORIAL SERVICES INCLUDES STRIPPING, WAXING & SHAMPOOING FLOORS; CLEANING RESTROOMS; EMPTYING TRASH AND VACUUMING CARPETS. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. **This letter serves as the sole proof of your SDO certification.** Your designation as a MBE and WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is June 18, 2023. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.

We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at [wsdo@state.ma.us](mailto:wsdo@state.ma.us).

Sincerely,

A handwritten signature in cursive script, reading "William M. McAvoy".

William M. McAvoy  
Deputy Assistant Secretary and  
Chief Legal Counsel

**MALDEN**  
High School

**EDUCATING  
MALDEN  
STUDENTS  
SINCE 1857**

Dana F. Brown  
PRINCIPAL

**HOUSE PRINCIPALS**

Marilyn Slattery  
781.397.6010

Christopher Mastrangelo  
781.397.6020

Diane Klibansky  
781.397.6030

Nathan D. Lamar  
781.397.6040

77 Salem Street  
Malden, MA 02148  
MAIN OFFICE 781.397.6000  
FAX 781.397.7224  
WEBSITE [www.malden.mec.edu](http://www.malden.mec.edu)

*"You can get there from here..."*

May 2014

To whom it may concern,

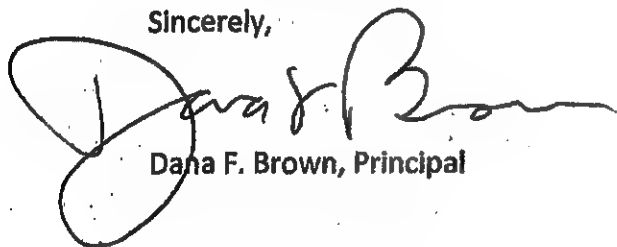
I am writing on behalf of MP Building Services, currently the cleaning company at Malden High School. MP has been at Malden High School for approximately 16 months and during this time we have seen a transformation in the cleanliness of the school.

Prior to MP Cleaning coming to Malden High School the school was dirty and grimy. After a very short time we started to notice an immediate difference. Hallways were shiny and teachers were praising the fact that classroom floors were being swept and barrels were being emptied. Bathrooms are clean and stocked.

MP management and staff are accommodating and responsive. When we make requests for things to be done we get an immediate and positive response. It is a refreshing way to do business.

I am happy to recommend MP Cleaning Services to any school system. Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Dana F. Brown, Principal



Greg Kinnon  
Mystic Valley Regional Charter School  
576 Eastern Ave.  
Malden, MA  
September 2017

Dear Sirs:

I completely recommend MP Building Services for all your cleaning needs. We have been using their services for the past few years now, and we have been rarely disappointed in either the quality of the work or their response to improve any areas of concern.

THAKOR PATEL and his team are dedicated and professional. They arrive on time for scheduled cleaning, and they always have the proper materials to get a job finished. Most importantly for a cleaning crew, the place actually looks and feels clean when they're done.

MP Building Services have been a great fit for the MYSTIC VALLEY REGIONAL CHARTER SCHOOL . If you'd like a clean school or office, they should be your first choice every time.

Sincerely,

Greg Kinnon  
Mystic Valley Regional Charter School



LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT

390 LINCOLN ROAD

SUDBURY, MASSACHUSETTS 01776-1409



TELEPHONES:

(978) 443-9961

(781) 259-9527

FAX: (978) 443-8824

WEBSITE: WWW.LSRHS.NET

March 13, 2019

To Whom It May Concern:

MP Building Services have been employed by Lincoln-Sudbury Regional School District since July 1, 2018. The company, under President Thakor Patel, has excellent skills including attention to detail, consistently high quality cleaning, attentive customer service, dedication to their clients, and extraordinary professionalism in management and staff. In addition, the company uses "green" cleaning products.

It is my privilege to recommend MP Building Services for your consideration. Please do not hesitate to get in touch if I can provide further information.

Sincerely,

A handwritten signature in black ink, reading 'Kevin Rossley'.

Kevin Rossley  
Director of Buildings and Grounds  
Lincoln-Sudbury Regional School District  
390 Lincoln Road  
Sudbury, MA 01776

Phone (978) 443-9961 x 2371 Fax (978) 443-8824  
kevin\_rossley@lsrhs.net

**BELMONT PUBLIC SCHOOLS**



THOMAS S. KINGSTON  
INTERIM SUPERINTENDENT OF SCHOOLS  
(617) 993-5401

644 PLEASANT STREET  
BELMONT, MASSACHUSETTS 02478-2589  
(617) 993-5400  
FAX (617) 993-5409

JANICE G. DARIAS  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM & INSTRUCTION  
(617) 993-5410

ANTHONY R. DI COLOGERO  
DIRECTOR OF FINANCE,  
BUSINESS & OPERATIONS  
(617) 993-5430  
FAX (617) 993-5439

December 10, 2012

To Whom It May Concern,

My name is Alfred Domenici and I am the Supervisor for Buildings and Grounds at Belmont Public Schools in Belmont MA. We have had MP Services under contract for the cleaning of our High School and Middle School for what is the better part of 4 years with 2 more years pending on their current agreement with the School Dept. My experiences with MP Services have been both pleasant and knowledgeable. They have displayed excellent professionalism in the areas of high performance cleaning along with a great understanding of the specifications and expectations set forth by the School Dept. Their lead staff at both schools is focused on detail and efficiency on cleaning and floor care procedures. The support staff has always been prompt and reliable. I would have no reservations recommending MP Services to a fellow associate.

Thank You,

Alfred Domenici

Belmont Public Schools



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> BROWN & BROWN OF MASSACHUSETTS LLC 980 WASHINGTON STREET SUITE 325  DEDHAM MA 02026		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 781-455-6664 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> SELECTIVE INS CO OF AMERICA	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>		S 2393893	9/16/2020	9/16/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ ZERO	<input checked="" type="checkbox"/>		S 2393893	9/16/2020	9/16/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

Town of Arlington is included as additional insured with respect to General Liability as required by written contract or agreement.

**CERTIFICATE HOLDER**Town of Arlington  
730 Massachusetts Ave  
  
Arlington MA 02476**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**CLEANING SERVICES, OTTOSON MIDDLE SCHOOL**

**YEAR #1 – (7/1/21 – 6/30/22)**

FACILITY	PerMonth	Yearly
OttosonMiddle School		
A. Per Month	<u>\$9,350</u> x12	= <u>\$112,200</u>

**OPTION YEAR #2 – (7/1/22 – 6/30/23)**

FACILITY	PerMonth	Yearly
OttosonMiddle School		
A. Per Month	<u>\$11,430</u> x12	= <u>\$137,160</u>

**OPTION YEAR #3 – (7/1/23 – 6/30/24)**

FACILITY	PerMonth	Yearly
OttosonMiddle School		
A. Per Month	<u>\$12,470</u> x12	= <u>\$149,640</u>

**CLEANING SERVICES, Arlington High School Bldg. "F", Arlington High School Bldg. "B"2nd floor,  
Arlington High School Bldg. "B"partial 4th floor**

**YEAR #1 – (7/1/21 – 6/30/22)**

FACILITY	Per Month	Yearly
Arlington High School		
A. Per Month	<u>\$15,588</u> x 12	= <u>\$187,056</u>

**OPTION YEAR #2 – (7/1/22– 6/30/23)**

FACILITY	Per Month	Yearly
Arlington High School		
A. Per Month	<u>\$19,050</u> x 12	= <u>\$228,600</u>


**OPTION YEAR #3 – (7/1/23 – 6/30/24)**

FACILITY	Per Month	Yearly
Arlington High School		
A. Per Month	<u>\$20,784</u> x 12	= <u>\$249,408</u>

**References**

- |    |  |  |   |
|----|--|--|---|
| 1. | <u>Michael Flood</u><br>(Contact Name) | <u>617-308-0287</u><br>(Phone number where<br>contact is easily reached)       | <u>Town of Belmont</u><br>(Location)      |
| 2. | <u>Kevin Rossley</u><br>(Contact Name) | <u>978-443-9961 x2371</u><br>(Phone number where<br>contact is easily reached) | <u>Lincoln-Sudbury RSD</u><br>(Location)  |
| 3. | <u>Sherry Kersey</u><br>(Contact Name) | <u>978-448-5505</u><br>(Phone number where<br>contact is easily reached)       | <u>Groton-Dunstable RSD</u><br>(Location) |

**Bidder information**

Name of company:	<u>MP Building Services</u>
Signed:	<u></u>
Print Name and Title:	<u>Nirav Patel, Business Manager</u>
Address:	<u>11 Morgan Dr., Methuen, MA 01844</u>
Telephone Number:	<u>978-973-7847</u>
Date:	<u>May 19, 2021</u>

# CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Nirav Patel

**(Signature of individual submitting bid or proposal)**

Nirav Patel

**(Name of individual submitting bid or proposal)**

MP Building Services

**Name of Business**

5/19/2021

**Date**

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

27-4328267

Social Security Number or  
Federal Identification Number

Nirav Patel

Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS  
MUST BE SIGNED AND  
SUBMITTED WITH BID**

**M P Building Services  
REFERENCES**

**All building Complete Janitorial Services**

**Belmont Public Schools (2 Schools and Town Buildings)**

644 Pleasant Street

Belmont, MA 02478

Michael Flood – Facilities Manager

(617) 308-0287

July 2009 to Present (2022)

550,000 sq. ft.

**Lincoln-Sudbury Regional School District**

39 Lincoln Rd

Sudbury, MA 01776

Kevin Rossley – Maintenance/Custodian Coordinator

(978) 443-9961 Ext. 2371

July 2018 to June 2021

384,000 sq. ft.

**Groton-Dunstable Regional School District (5 Schools)**

344 Main Street

Groton, Massachusetts 01450

Sherry Kersey – Director of Finance and Operations

(978) 448-5505

July 2020 to June 2023

430,000 sq. ft.

**Melrose Public Schools (2 Schools)**

360 Lynn Fells Parkway

Melrose, MA 02176

Jay McNeil – Facilities Manager

(781) 870-0562

September 2014 to Present

425,000 sq. ft.

**Mystic Valley Regional Charter School (5 School Buildings)**

576 Eastern Ave

Malden, MA 02148

Greg Kinnon – Facilities Manager

(781)-953-8931

July 2015 – Present (June 2021)

280,000 sq. ft.

**Everett High School**

100 Elm St.

Everett, MA 02149

Steve Bond – Facilities Director

(781) 547-1111

September 2010 to June 2020

375,000 sq. ft.